



Lisgar Collegiate Institute

STUDENT HANDBOOK

2024-2025

Please take note of items marked as **NEW** or **REVISED**.

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Lisgar Collegiate Institute

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Vice-Principal: Janice Bernstein
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At Lisgar Collegiate Institute, we respectfully acknowledge that our learning takes place on the unceded and unsurrendered homelands of the Anishinabe Algonquin people. Walk gently on this land as the Algonquin people have done for millennia before us.



PRINCIPAL'S MESSAGE



Lisgar Collegiate Institute is committed to providing a learning and working environment where all individuals feel safe, valued, respected, and welcome.

The fundamental building blocks to a safe and caring school community are the relationships and partnerships between students, staff, administrators, parents, and the community. It is through these relationships and partnerships that all individuals in the school community have the opportunity to practice and model to one another the character attributes that are at the foundation of our school operations.

Our character attributes are the stepping stones to living our community of character. The purpose of these attributes is to help ensure accountability. We expect students to develop and demonstrate these traits daily. We are committed to the development of a range of skills and characteristics in our learners that will make them effective, compassionate members of 21st Century society.



This document is a valuable resource that provides you with important school information, policies, procedures, and expectations for the coming year. Stay up to date with school events by monitoring your OCDSB email address as well as your Google Classroom account. Our [school website](#) is an excellent resource as well.

At Lisgar, we offer you the opportunity to grow and to develop to your potential as well as to be contributing members of the community. We provide you with challenging programs. We offer you strong academic, athletic, and arts programs. We encourage you to participate in our extra-curricular activities, which include teams, clubs, and civic engagement. It is through our interests that we find our futures!

Encourage your parents/guardians to visit our school, to meet with your teachers and the administration, to attend athletic events, school productions and concerts. We also encourage all parents and guardians to join our School Council.

I wish you a successful year ahead! *Alere Flammam* - Nourish the Flame!

Steven Spidell

DAILY SCHEDULE

Lisgar Collegiate Institute is a semestered school; the school year is divided into two equal semesters. Semester 1 runs from September to the end of January. Semester 2 runs from February to the end of June. Final evaluations, where applicable, take place at the end of each semester.

Lisgar operates on a two-day cycle:

Day 1 → odd-numbered days

Day 2 → even-numbered days

	Day 1	Day 2
8:35 - 8:50	Classrooms Open	Classrooms Open
8:50 - 10:05	Period 1	Period 2
10:05 - 10:10	Travel Time	Travel Time
10:10 - 11:25	Period 2	Period 1
11:25 - 12:20	Lunch	Lunch
12:20 - 12:25	Travel Time	Travel Time
12:25 - 1:40	Period 3	Period 4
1:40 - 1:45	Travel Time	Travel Time
1:45 - 3:00	Period 4	Period 3

GRADUATION REQUIREMENTS – ONTARIO SECONDARY SCHOOL DIPLOMA

[Click here](#) to learn about the requirements for achieving the Ontario Secondary School Diploma

INTERNATIONAL CERTIFICATE PROGRAM

The OCDSB's International Certificate Program is designed to recognize and honour students in grade 9–12 who demonstrate a commitment to being motivated, engaged and active global citizens as a part of their regular high school studies. Students may join in any grade and earn the certificate by:

- Studying an international language
- taking internationally-focused classes
- developing an understanding global issues
- participating in internationally-focused projects of their choice

Looking for more information? Please visit the [International Certificate Program website](#) and speak with Mme. Kalbfleisch-Mezo or your Guidance Counsellor.

COMMUNITY INVOLVEMENT

Students must complete a minimum of 40 hours of community involvement in order to earn their Ontario Secondary School Diploma. We know that many students want to volunteer and support their community in any way that they can. The OCDSB supports our students in their never-ending generosity in supporting local and broader community needs.

Why do we engage in volunteering? The purpose of engaging in community involvement is to encourage students to develop an awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities.

For more information, visit the [OCDSB's Community Involvement Hours webpage](#).

EXPECTATIONS AND RESPONSIBILITIES

The expectations and responsibilities outlined below have been developed by a partnership of students, parents and staff. They provide a guideline and a reference for the partners within the Lisgar community for determining responsible behavior. Their purpose is to promote a positive learning environment for the achievement of personal academic excellence.

Students expect that...

- They will be welcomed to a school environment that fosters belonging, respects differences, and honours Indigenous, Equity and Human Rights.
- Parents and staff will act as positive role models.
- Treatment of students and their concerns will be consistent, fair and courteous.
- Students will be able to work in a school atmosphere which is safe, courteous, orderly, and conducive to their learning.
- Teachers will maintain proper order and behaviour management in their classrooms and encourage students to do their best work.
- Teaching staff will be accessible to students for extra help.

Students should...

- Attend school regularly and punctually.
- Be prepared for all classes by bringing required material, completing homework and assignments.
- Be responsible for any work missed in classes due to absence.
- Develop self-discipline and show courtesy through language and actions toward all people.
- Resolve interpersonal conflicts and difficulties through discussions with the other person or through seeking assistance from school staff.
- Show respect for school property and the personal belongings of others.
- All students have the right to express themselves through their dress without fear of body shaming, bias, or discrimination. Show your style, feel comfortable, and respect others.
- Participate in the learning process and be active learners.

Staff members expect that...

- They will have the respect and cooperation of students and parents in the performance of their duties.
- Students will attend classes regularly and on time, with assigned tasks completed, and with appropriate materials (texts, electronic device, notebook, pen, etc.).
- Students will be present for all evaluations on the date established by the teacher.
- Students will behave appropriately on school property and at school activities, so as to enhance the learning of others and to respect their rights.

Staff should...

- Establish and maintain a courteous, orderly learning environment in the school.
- Communicate information about student progress, attendance, and behaviour to students, parents and administration in a timely manner.
- Present themselves as role models in establishing a positive tone in the school.
- Treat students fairly and consistently.
- Ensure the learning environment is anti-racist, anti-oppressive, and anti-discriminatory.

Parents and guardians expect that...

- School is safe and supports student well-being.
- Staff will act as positive role models for students.
- Staff will implement the school Expectations and Responsibilities fairly and consistently.
- Students will attend, do their best, and if they are struggling, support is available to them.
- Staff will maintain open communication with the home throughout the academic year.
- Administration will exhibit leadership, provide support and monitor instruction in the school.
- The school will welcome all students with respect, belonging, and embracing diversity.

Parents and guardians should...

- Maintain regular communication with their student and with teachers about school matters.
- Ensure that their student attends school regularly and on time and completes all evaluations and assignments by the established due dates.
- Attempt to attend school events and meetings and give constructive input and support for the school.
- Encourage respect for Lisgar's Expectations and Responsibilities.

ACADEMIC AND BEHAVIOUR POLICIES

ASSESSMENT AND EVALUATION POLICY

The primary purpose of assessment is to help students learn. It is a continuous process of gathering information about student learning and performance. Evaluation is the process of judging the quality of the student work based on established criteria, and the assigning of a value to represent that quality. In determining a term or final grade, teachers will use their professional judgment based on the student's most consistent level of achievement

with special consideration to more recent evidence of overall expectations. Students must be at the centre of responsibility in their own learning, and developing this sense of responsibility is a key goal for our staff.

Lisgar's Assessment and Evaluation Policy is consistent with the policies and procedures of the Ministry of Education and the OCDSB. At the beginning of a course, teachers will provide students with information about how the Policy will be implemented in their class.

Students' responsibilities in the assessment and evaluation process include:

- Attending all classes regularly and punctually;
- Completing and submitting course requirements on or before the due date;
- Ensuring that work submitted is their own work;
- Meeting with teachers to obtain any missed work and/or assignments following an absence;
- Communicating with teachers well in advance when there is going to be a planned excused absence that will interfere with any form of assessment or evaluation.

In order for teachers to evaluate and report on student achievement, at set times throughout the year teachers will require students to display achievement of the overall expectations; this may take the form of in-class evaluations and/or work the students will take home and complete over a designated period of time. In either case, for evaluations to have legitimacy, integrity, and maximize student success, timelines and due dates must be followed and respected.

When students know in advance that they will be away for an evaluation, they are expected to tell their teacher before the evaluation date. Students who miss an evaluation for any reason must provide a note from a parent/guardian stating the reason for the absence and stating that the parent/guardian is aware of the missed evaluation. Parents will be contacted when students miss a test without notice.

LATE AND MISSED ASSIGNMENTS

Guiding Document: [OCDSB Procedure 584.CUR Assessment, Evaluation and Reporting of Student Achievement](#)

"Students are expected to submit assigned tasks within the timeframe specified by the teacher."

"To promote the timely submission of assignments, teachers will use a repertoire of proactive strategies."

Missed Evaluation Teacher Decision Tree (Sep 2022)Guiding Document: [Procedure 584.CUR Assessment, Evaluation and Reporting of Student Achievement](#)

"Students are expected to submit assigned tasks within the timeframe specified by the teacher." – 4.20

"To promote the timely submission of assignments, teachers will use a repertoire of proactive strategies." – 4.21

FIRST OPPORTUNITY	FIRST OPPORTUNITY Was the task completed within the timeframe specified by the teacher?	YES	⇒	⇒	Record Level on Evidence Record.	4.12 4.20 4.22
	NO ↓					
	Do you have sufficient evidence of the student's achievement of the same expectations from previously-completed task(s)?	YES	⇒	⇒	Use evaluation data from previously-completed task(s). See note below.	4.8 4.12 4.16 4.23
	NO ↓				↗ If considering mark deduction, communicate with VP. Ensure that mark deduction (if utilized) will not result in a percentage grade that, in the professional judgment of the teacher, misrepresents the student's actual achievement.	4.22 4.24 4.26 (b)
SECOND OPPORTUNITY	SECOND OPPORTUNITY Notify parent/guardian of missed task. Assign a placeholder of "R". Within a reasonable amount of time, provide an additional opportunity for the student to complete the same task or an alternate task that covers the same expectations. Tests: Delivered by Teacher. All other tasks: Delivered by Teacher or SST.					4.8 4.12 4.23 (b) 4.25
	↓					
	Was the SECOND OPPORTUNITY completed?	YES	⇒	⇒	Record Level on Evidence Record.	4.9 4.13
	NO ↖					4.22
THIRD OPPORTUNITY	Considering the individual circumstances, would the student benefit from a THIRD OPPORTUNITY to demonstrate learning?	YES	⇒		THIRD OPPORTUNITY Within a reasonable time, refer the student to SST to complete the same task or an alternate task that covers the same expectations.	4.5 4.8 4.13
	NO ↓				↘	
	Notify parent/guardian. Assign a mark of "R-" on the Evidence Record. Report circumstances on June Failure Form, if applicable.	←	NO	Was the task completed?	YES ⇒	Record Level on Evidence Record.
						4.9 4.12 4.13 4.25

ACADEMIC INTEGRITY

Evidence of one's own learning through demonstration of responsibility, honesty, trust, and respect, is valued at Lisgar. Academic fraud is the act of presenting another person's work as one's own and is considered a serious academic offence. Any student who commits academic fraud does not demonstrate evidence of learning and will not receive academic credit for that work. Work that is plagiarized or is not the student's original material will not be included among the evaluation evidence that is considered for grading purposes. The student will be given an additional opportunity to demonstrate achievement of the task's expectations by redoing the original work or completing alternate equivalent work as determined by the teacher.

FINAL EVALUATIONS

Final evaluations generally take place at the end of January and at the end of June. A schedule will be shared with students at least two weeks in advance. Every student must participate in final evaluations as set by their teacher. All inquiries about final evaluations should be directed to the Vice-Principal. Final evaluation and examination dates are clearly indicated on the school calendar, in this student planner, and on the school website. Students are expected to be in attendance for their evaluation on the designated Assessment/Evaluation day at the end of the semester. Families are asked to avoid scheduling appointments and vacations during the Final Evaluation window from January 24-31 and June 19-24.

STUDENT SUCCESS

Student Success Room (Room N123)

- Open every day during regular school hours as a designated work space for all students
- Room will be available on occasions before and after school
- Room schedule will be posted on the door of room N123 in September

The purpose of these programs is to provide the time and support necessary for you to achieve academic success during your time at Lisgar. If you have any questions or would like further information, please see Lisgar's Student Success Team or visit our Student Services office.

ADVANCED PLACEMENT (AP) PROGRAM

Enrolment in an AP course will be reviewed by the AP Coordinator and/or the appropriate Department Head. AP participants will be invoiced during Semester 1 and payment is due upon receipt. The current fee is \$175.00 for each course. Any student taking an AP course is expected to write the associated AP exam in May. Students who choose not to write an AP exam must have their parent/guardian provide written direction to the school no later than March 1st. Refunds will not be processed after this date. All AP exams are written in May as per the schedule below. AP students will also write the regularly scheduled exam (where applicable) at the end of the semester and must meet the requirements of the Ontario curriculum in order to earn a credit towards the Ontario Secondary School Diploma.

2024 Lisgar AP Exam schedule		
Week 1	Morning 8:00 am start	Afternoon 12:00 pm start
Tuesday May 7th, 2024		Seminar
Tuesday May 7th, 2024		Statistics
Friday May 10th, 2024	European History	
Monday May 13th, 2024	Calculus	
Wednesday May 15th, 2024	French Language and Culture	
Wednesday May 15th, 2024		Music Theory

ATTENDANCE

Regular attendance on the part of students is vital to the process of learning and is crucial for academic success. Participation is an integral part of each course. It is the student's responsibility to attend all classes and to be on time to all classes. Irregular attendance often results in missed class work, difficulty with assignments, lower marks, and struggling to obtain credits. If you are facing challenges that make attending school difficult, please reach out to your Guidance Counsellor, the Student Success Teacher, or your Vice-Principal.

Absences from School

If students are absent from school and under the age of 18, parents or guardians are to email us at lisgarattendance@ocdsb.ca indicating the student's name and grade, and stating a reason for the absence. Students are responsible for all work missed during an absence regardless of the reason. If students have missed an evaluation during an absence, they must contact the teacher of the course to make appropriate arrangements regarding make-up tests or extensions, following school policy. As a general rule, when students return from an absence, they should be prepared to immediately write any missed test or submit any due assignment.

Excused Absences

Excused absences include legitimate illness (documentation may be required), a religious observance, compassionate leave or participation in a school-sanctioned activity. School administration will determine if an absence may be excused, based upon the information provided by the parent or guardian. All absences not called in by a parent or guardian must be verified by a note that should include the following information: the date on which the note was written; the reason for the absence; the date(s) of the absence; the signature of the parent or guardian (student, if over 18). Students who miss a test or other formal evaluation for any reason must provide a note that includes a statement from the parent indicating that they are aware of the missed evaluation. This note must be presented at the Main Office. If a parent/guardian signs a student out of

class/school, students are expected to go to the main office building at the time of the sign-out and upon return, sign in at the main office.

Signing In and Out

The school day begins at 8:50am. Students who have a legitimate reason for arriving at school after classes have begun must sign in at the office with appropriate documentation and proceed to the class in session. Students are expected to sign out in the Main Office if it is necessary to leave the school early, during the day, whether it be at lunch or during class time. When the student signs in/out at the Main Office, the office staff will verify that a note, email or phone call has been received from the student's parent/guardian. Students over 18 are also expected to provide a written reason for leaving school. If there is no note, a member of the office staff or the Vice-Principal will contact parents/guardians, if it is necessary to leave school before the end of the day (i.e. at lunch or during the day). Unexcused absences will result in consequences applied by the teacher and referred to the Vice-Principal.

Lates

It is the student's responsibility to get to class on time. Students should be in their class by 8:45am to ensure they are ready to learn when class starts at 8:50am. At the end of lunch students should be in their class by 12:20 pm to ensure they are ready to learn when class starts at 12:25pm. Mid-morning and mid-afternoon travel time between classes is 5 minutes. It is recommended that students carry all of the materials they need with them for the morning and afternoon to avoid having to go to their locker during the 5 minute travel time. Students who are habitually late do a disservice to themselves, to other students, to their teachers, and interfere with the learning process of students.

Lisgar students and teachers seek to respect the rules of the school which are meant to support the learning and personal needs of each member of the Lisgar community. While students are personally responsible for their own behaviour, the teachers and administration of the school favour working with the parents/guardians to address persistent breaches of school rules.

Arriving late to school and class detracts from an individual student's school success, as well as being disruptive to classes.

- Students arriving late are to go straight to class where their teacher will mark them late. They are expected to enter the class with disruption to the learning environment.
- Students who are frequently late for class with legitimate reasons are expected to discuss these reasons with their teacher and seek a practical resolution to the problem.
- Students who are persistently late to class without a legitimate reason will be referred to a Vice-Principal. Further consequences may be determined by the administration.

Students who sign their own notes

Students who are 18 years of age and older must accept a greater degree of responsibility concerning their education and conduct at school. This responsibility includes the signing of notes, course selection contracts, and other routine school documents. Students who sign their own notes should be aware that the reasons which

justify absenteeism do not change. Students who sign their own notes may be required to provide third-party verification to justify their absence (e.g. medical certificate).

OCDSB VIOLENCE-FREE POLICY

It is important that students, staff and official visitors feel welcome and safe when on school property. The staff and school administration will react promptly to concerns regarding safety and security. Acts of violence, including assault, threats or intimidation and harassment will not be tolerated and will be treated seriously and dealt with promptly, according to OCDSB policies and procedures.

OCDSB HARASSMENT and RESPECTFUL WORKPLACE POLICY

Under the Ontario Human Rights Code discrimination and harassment are prohibited by law. Harassment is conduct or comments by an individual that they knew or ought reasonably to have known would be unwelcome and inappropriate or otherwise offensive. Harassment of any kind will be addressed not only because it threatens basic human rights, but also because of its impact on our society. Students should seek the assistance of a teacher or administrator if any form of harassment occurs. Harassment may be sexual, racial and ethno-cultural, homophobic or personal. Harassment may take the following forms: verbal, environmental, physical, psychological or abuse of authority. Any form of harassment will be dealt with promptly and appropriately. Board policy states that all board employees are entitled to a workplace in which staff members are treated with respect and dignity, in a harassment free working environment.

STUDENT CODE OF CONDUCT

The Code of Conduct as set down by the Ministry of Education is designed to create a safe and comfortable learning environment based upon respect for self, for others and for property. The provincial standards of behaviour apply to all school related activities on or off school property. The Lisgar Collegiate Institute Code of Conduct reflects the OCDSB (P.125.SCO) and the Ministry of Education Codes of Conduct. Students, staff, and parents are expected to maintain a co-operative relationship in an atmosphere of mutual respect within a safe, comfortable, productive learning environment. The school is responsible for setting the standards for courteous and respectful behaviour and for enforcing these standards in such a way as to develop an appreciation of their value.

All members of the school community are expected to follow Ministry of Education Standards of Behaviour including:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people as well as their ideas and opinions;
- Treat one another with dignity and respect at all times and especially when there is disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation or identity, age or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;

- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in a position of authority;
- Respect the needs of others to work in an environment that is conducive to learning and teaching;
- Not swear at a teacher or another person in a position of authority.

DRESS CODE (as set by [OCDSB Procedure 628.SCO](#))

All students have the right to express themselves through their dress without fear of body-shaming, bias, or discrimination. Student dress must:

- cover the groin, buttocks, and nipples with material that is not see-through or transparent;
- include more than underwear as the only layer of clothing;
- include footwear with consideration for health and safety;
- ensure that the student's face is not fully obscured; and
- not include wording or graphics that reasonably could be construed as promoting or symbolizing hate or discrimination, drugs, alcohol, tobacco, cannabis, illegal activity, profanity, nudity, pornography; or that incites violence or harassment; or threatens health and safety.

Students may submit a request for accommodation when there is a duty to accommodate, accommodation will be provided, to the point of undue hardship.

Where a student is considered to be in contravention of the dress code, the student may be: asked to change, remove, or cover the clothing item that violates the code; asked to wear the required personal protective equipment, where applicable; or sent home to get a change of clothes.

APPROPRIATE USE OF TECHNOLOGY (as set by [OCDSB Procedure 622.IT](#))

Appropriate Use of Technology – Abbreviated Version

The District recognizes the benefits that technology can bring to support student learning. The District supports and encourages responsible use of technology through the nine principles of digital citizenship. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment are required to know and abide by the District's Appropriate Use of Technology Policy ([P.100.IT](#)) and Procedure ([PR.622.IT](#)) to ensure that all technology is being used in a safe, legal and responsible manner.

Digital Citizenship

Students will use technology for educational purposes only. By accessing the Internet while on District property or by logging in with a District login, students accept all terms and conditions of the appropriate use of technology policy and procedure. Students will demonstrate appropriate online conduct and manners. Students must follow security procedures and use District virus scanning software. Although the District uses a content

filter, students may encounter inappropriate material. Students are required to report any inappropriate use of email, data or unauthorized technology or data to a teacher or administrator immediately. Information created on the District's network may be accessed and is subject to review. Users will refrain from improper/unethical use of technology, including computer hacking, cyber-bullying, and sending or receiving offensive pictures or materials. The Internet must not be used for any purpose that violates the school's Code of Conduct or the Municipal Freedom of Information and Protection of Privacy Act.

Personal Device Use

The District encourages the use of personally owned devices such as laptops, handheld devices or peripheral devices, in the District's learning or work environment under the terms and conditions of use outlined in the District's procedure. Personal devices may not be used to record audio or video of people unless the user has been given express written permission to do so. The school's Code of Conduct will apply to all electronic use as will the consequences. Personally owned devices used inappropriately to access/produce or share unlawful materials will result in an investigation and follow-up action.

COMPUTERS AND INTERNET USE

Using the Board Internet service is a privilege, not a right. Internet use must support educational classroom activities. At the time of registration, all students must sign a Technology Policy Agreement based upon board procedure PR.622.IT. The key points are listed below:

- Students will not transmit, relay or receive information or materials that are inappropriate or unlawful;
- The school has the right to monitor all electronic communication;
- Students will exercise extreme caution about revealing personal information to others;
- Users will not share passwords or gain unauthorized access to information resources;
- Students will familiarize themselves with and respect copyright laws and licensing agreements.

COMPUTER MISUSE AND CONSEQUENCES OF MISUSE

If any of the above conditions or any other conditions contained in the policy agreement are violated, the following consequences may occur:

- Suspension or cancellation of user access privileges;
- Payments for damages and repairs;
- Discipline under other appropriate Board policies, including suspension or expulsion;
- Civil or criminal liability under other applicable laws.

Should an infraction occur, Board and/or school network administration may immediately revoke user privileges at any time. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the board's computer network and all related services.

STUDENT ACTIVITIES

STUDENT COUNCIL

Student Council is an elected body responsible for planning and directing extra-curricular activities in the school. Its purpose is to promote school spirit, represent the student body to the staff and the administration, foster and aid extracurricular activities, and represent the student body in administrative matters.

By seeking and obtaining elected positions, Student Council members are held and should hold themselves to the highest student standards.

The Lisgar Student Council consists of the following positions:

Role	2023-2024 Members
Co-Presidents (2)	Maida Hajradinovic and Angela Jin
Treasurer	Maryam Lim-Baig
Secretary	Aliyah Daya
Night Events	Ece Tavas, Amber Nawfal, Mazarine Athenes Poaty-Amar, Belean Binyam
Day Events	Selma El Alaoui M'Hamdy, Ariyan Selim
Fundraising	Zamira Gabdyzhamalova
Spirit	Nieve Xiao, Denali Tran-Le, Jonathan Chen
Student Affairs	Stanford Sun, Krista Szabo, Kaelis Albota Pappert
Environmental Advisor	determined in Fall
Wellness	Lola Girvan
Athletics	Dania Nour, Mateja van Gameren
Diverse Student Union	Ava Morton

The election of the Executive normally takes place in May, while the elections of the grade representatives normally take place in October. All nominees and elected representatives are subject to approval by the Principal.

The Student Council meets once per week in open session to discuss student activities. All students are welcome to attend. Remember, it is your Student Council; the Council represents you.

SCHOOL RELATED ACTIVITIES

The privilege of representing Lisgar Collegiate Institute in any school related activity, must be earned by being a student in good standing. Academic standing, attendance record, behavioural history and work ethic will play a

major role in making this determination. Students who participate in activities such as Student Council, teams, clubs and field trips represent Lisgar and are expected to act in a way that reflects favourably on the school and its students. Students should conduct themselves at all times with honour and dignity, and present themselves as positive role models to younger children and to their fellow students.

Students involved in school-related activities should:

- Be students “in good standing”. Academic achievement, attendance records and behavioural history will form the basis of this judgment. Students should maintain good attendance, be on time, and demonstrate effort and academic achievement in all classes.
- Pay activity fees prior to participation. Accommodations for students experiencing financial need will be considered.
- Attend all classes up to the designated dismissal time on the day of the activity.
- Be responsible for all work, tests and assignments missed while participating in an activity. Students involved in extended activities must notify subject teachers of the absence in advance of the activity; complete all required tasks in each subject; and meet deadlines for such tasks as determined by the subject teacher.
- Obtain signed consent forms from parents or guardians and/or permission from teachers well in advance of the school activity.
- Refrain totally from the use of alcohol and drugs, otherwise forfeit the privilege of attending any school-related activities for the rest of the year.
- Behave in a respectful, non-violent manner.
- Use appropriate language at all times.
- Respect and obey any additional rules and expectations for school-related activities being held at off-campus locations or facilities.

The administration reserves the right to refuse admission to field trips and extended school activities on the basis of marks, absences, lates, or behaviour.

SCHOOL DANCES AND EVENTS POLICY

Lisgar’s Student Council and the school administration will continue to plan for successful school dances. The following guidelines adhere to the Board’s policy on school dances:

- 1. Tickets:** Admission to the dance will be through advance ticket sales only. No tickets will be sold at the door.
- 2. Participants:** Dances are restricted to current Lisgar students. No guests are permitted.
- 3. Entry:** Students will enter and exit through Door B (North Building, ground floor, Mall side). Students will be permitted entry up to 90 minutes before the end of the dance. All students will show a dance ticket and a valid Lisgar student ID card before being admitted to the dance. There will be no in-and-out privileges.

4. **Student Well-Being:** Students who appear to be under the influence of alcohol or illegal drugs will be escorted to the Main Office where the Vice-Principal will arrange for parents/guardians to collect the student. Consequences for the student will align with OCDSB policies and procedures.
5. **Coat Check:** Upon entry to the dance, all coats and bags will be subject to a visual search by an adult-supervisor. Coat check volunteers will use a marker to write the coat check number on the owner's hand. Students shall not access items in the coat room during the dance. There shall be no charge for the coat check.
6. **Dress Code:** The OCDSB Student Dress Code is in effect at all dances.

ATHLETICS

You are encouraged to be a part of Lisgar's large and successful interscholastic sports program. Student-athletes need to meet specific academic requirements as set out by the National Capital Secondary School Athletic Association (NCSSAA) and must be eligible under the OFSAA Transfer Policy. All grade 10-12 students new to Lisgar must see the Athletic Director to apply for athletic eligibility. All student-athletes must abide by the Lisgar CI and NCSSAA Codes of Behaviour.

Fees are levied to offset the cost of equipment, league entry, transportation, teacher coverage, uniforms, etc. and vary by team. Other fees may be charged for tournaments, team clothing, etc. Team fees will be set annually by the Athletic Director and will be communicated to students and parents/guardians by the coach(es).

Please visit the [Lisgar Athletics website](#) for more information.

Lisgar CI Major Athletic Awards

Major award winners are selected annually by a committee composed of teacher-coaches and chaired by an administrator. Student-athletes are nominated for these awards by their coaches. A consistent demonstration of character and good citizenship, both in school and while participating as a student-athlete, is a requirement to receive any of the Athletic Department's major awards. For additional information, please contact the Athletic Director.

Lisgar CI Athletic Letters

Please see the Athletic Director for questions related to the Lisgar Athletic Letter.

SCHOOL CLUBS

(Add link to school clubs page)

Students are encouraged to participate in the extra-curricular life of the school by joining one or more clubs that are of interest to them. Each year, club staff advisors must confirm their commitment to supervise prior to any meeting taking place. Administration reserves the right to determine suitability of clubs and proposed events based on the needs of the school.

Lisgar has a strong history of offering a wide variety of student clubs. School clubs change from year to year; therefore, students are encouraged to watch and listen for announcements giving details about club meetings and events.

All clubs wishing to coordinate school wide events must fill in the appropriate documentation, attend organizational meetings with their staff advisor, and meet all required deadlines. Such measures ensure a greater likelihood that the club's events will meet with success. Information regarding the coordination of school wide events can be collected from the main office. Afternoon/evening events are subject to additional supervision criteria that must be met in advance of any approval of the event.

New clubs may only be started with the approval of the school administration. Each club must have a staff advisor.

Volunteers may at times be invited to support clubs/teams. To be eligible to volunteer at Lisgar, community volunteers are screened through ONFE/OCDSB and matched with the school. This requirement must be in consultation with the Administration. Administration reserves the right to limit volunteers.

SCHOOL OPERATIONS

ADVERTISING

Circulation or distribution on school premises of posters, circulars, flyers, newspapers, etc. from the community will be determined by the Administration.

Posters must not be placed on doors or windows for safety reasons. All approved posters must be signed by a VP prior to posting on approved notice boards only. To protect painted and glass surfaces, masking tape must be used. Posters applied with other materials (ex. Scotch tape, staples) will be removed.

ASSEMBLIES

Assemblies are staged occasionally to convey important information to students and staff, to enhance learning opportunities and to promote school pride, a sense of community and spirit. Attendance at assemblies is mandatory. Students are expected to behave in a mature and respectful manner in all assemblies, at all times.

In order to ensure successful assemblies, students are to follow the following instructions:

- Follow your teacher's directions. Sit down quickly and quietly, remaining seated until the presentation has officially ended.
- Out of respect for the performers, do not leave the venue during a presentation. If needed, use the washroom before going to the assembly.
- Listen and focus on the speaker and presentations. Show appropriate, positive appreciation by applauding and cheering at the appropriate times.
- Food and drinks are not to be brought into the venue during an assembly.

- Backpacks/school bags are to remain in lockers or secured in classrooms during assemblies.

ELECTRONIC DEVICES

Electronic devices such as smartphones, smart watches, tablets, laptops, and iPods are very useful tools. However, students must not allow these devices to interfere with the learning process. Devices may only be used when specifically approved by the supervising teacher. All devices are subject to the Appropriate Use agreement.

In 2024, the Ontario government enacted legislation that restricts the use of personal mobile devices (ex. cell phones, laptops, tablets, smartwatches, etc.) in schools. Cellphones and other mobile devices can cause major distractions in the classroom and disrupt student learning.

Starting September 3, 2024, personal mobile devices are not allowed to be used during class instructional time. They can be used during breaks, spares or lunch. According to the Ontario government, the restrictions include cell phones, personal laptops, tablets, and smartwatches. Exceptions exist for education, health, special education or accommodation needs. This includes if a student needs a mobile device for a medical issue or a teacher has permitted phone use for a learning activity. Students who don't comply may be asked to give their devices to the teacher or the office, to be returned later in the day. Further progressive disciplinary action will be taken if students repeatedly disobey the restrictions in place. For questions related to the use of personal mobile devices, please see a Vice-Principal.

Parents/Guardians needing to contact their children during the instructional day should call the main office at 613-239-2696 and their child will be notified of the call. Emergency calls should also go through the Main Office as we need to ensure the safety and well-being of the students.

Access to wireless networks is available throughout the school. Students may bring and use their personal laptop/tablet/device at school. However, we do advise students to guard their valuables. The school is not responsible for lost or missing electronics. Students who bring smart phones or electronic devices to school do so at their own risk. Theft and loss should be reported to the Main Office as soon as possible.

Laser Pointers and Drones: For safety reasons, and in compliance with legislation, students are not permitted to have laser pointers or drones anywhere on school property (OCDSB policy).

COMMENCEMENT

At the end of June each year, the Principal and staff of Lisgar CI extend an invitation to students, parents and invited guests, to attend the June Commencement Exercises. This event recognizes and celebrates the achievements of the graduating students of Lisgar CI. Non-sanctioned events are not supervised or organized by school staff. Students who participate in non-sanctioned activities do so at their own risk. Parents are encouraged to contact the school to determine if a particular activity is sanctioned. Each year, the school administration will work with student representatives and the School Council to determine if a school-sanctioned prom will be supported. A communiqué to all students and families will be shared no later than November 30.

COURSE LOAD

Students in grades 9, 10, 11 will take a full course load of no fewer than eight credits per year. Students in grade 12 are expected to be full-time students and take no less than 3 courses per semester. In exceptional circumstances, a grade 11 student may take fewer than 8 courses but only after consultation with the appropriate Vice-Principal. Students who have one or more regular unassigned periods are expected to supervise their own study. The Library and Cafeteria are often available for quiet study purposes. Students are not to loiter in the halls or in any way disturb the learning process of others.

EXTRA HELP

Students are encouraged to seek extra help when they experience struggles in a class or if they are seeking clarification on course content. Some strategies to consider:

1. Before or after class, ask your teacher when and where you could meet them to get extra help. Take note of this plan in a student planner or using a digital reminder tool.
2. Seek extra help from a friend. Get the name, email address, and phone number of two students (in each of your courses) who you can call or email for help when you're doing homework or when you need to be absent from class.
3. The Math Department provides extra help in Room N220 Monday to Friday, 11:40-12:10.
4. See your Guidance Counsellor or visit the Student Services office for tutoring information.

EXPENSES

Lisgar will use School Cash Online for most school-related expenses. Please visit [this website](#) to register for a School Cash Online account. Note: accounts created in other OCDSB schools will automatically transfer to Lisgar. The advantages of School Cash Online include:

- Convenience: Make secure payments 24/7 from the comfort of home.
- Easy to Use: Various payment methods available.
- Safe: No need to carry cash or cheques to school.
- Saves Time: Manage school expenses and view payment history in one place.

FIELD TRIPS

Field trips are an enriching part of the educational program. Since subject teachers plan field trips to fulfill course objectives and enhance learning opportunities, field trip participation is strongly encouraged. Frequently, there are costs associated with a field trip. If students are unable to cover the cost, they are expected to speak privately with their subject teacher, guidance counsellor, or Vice-Principal well in advance of the field trip to obtain support. Generally speaking, students participating in field trips are expected to travel with their class and teacher to and from the field trip destination. Students may not leave the field trip location on their own and should not be picked up by parents/guardians. In very exceptional circumstances, students in grade 11 or 12 may receive special permission from the Vice-Principal to travel with parents/guardians to or from the field trip.

FIRE DRILLS

Lisgar CI will hold six fire drills during the school year, as required by law. In the event of a fire or fire drill, students must follow the directions for leaving the building safely. Signs are posted in each room indicating the nearest exit and the nearest alternate exit. Having left the building, students are to remain in an area clear of the building and all roadways, as directed by their teacher. Generally speaking, this will be on the grassy field on the eastern side of City Hall. Students must remain in this area unless otherwise directed by school staff.

FOOD DELIVERY SERVICES

Students may take advantage of food delivery services (ex. UberEATS, Skip the Dishes, etc.) outside of class time. The following expectations will help to ensure a safe and respectful learning space for everyone at Lisgar:

- Access to school property by delivery services is at the discretion of the Administration.
- Drivers must obey all posted parking rules.
- Students must meet drivers outdoors or at the Main Office. Under no circumstances should a driver be instructed to deliver to any other part of the school.
- Students must not leave class to accept a food delivery.
- The Main Office will not be responsible for food deliveries.
- Students who cannot use food delivery services responsibly may lose the privilege of using them at school.

LIBRARY LEARNING COMMONS

The Lisgar Learning Commons welcomes and supports all learners in their quest for knowledge. We offer books and resources that enable all members of the school community to become critical thinkers and effective users of information in all formats and media. We believe in the power of inquiry, creativity, and the free exploration of ideas. We are always looking for suggestions from students of new resources to add to the collection.

All grade nine classes are given an orientation in September and other workshops and activities are available to students to support their cross curricular learning journey throughout high school. If you need help, just ask! Access to our catalogue and research databases is also available through the [Library website](#).

Printing is available for students at no cost. There are limits on the number of copies and the number of pages per day. Instructions are posted over the photocopier in the Learning Commons.

LOCKERS & LOCKS

Lockers are the property of the Ottawa-Carleton District School Board (OCDSB) and are provided by the school as a convenience to students. Neither the school nor OCDSB assumes responsibility for loss or theft from lockers.

At the beginning of the school year, each student will be assigned a locker. Lockers are assigned to students for the safe-keeping of books and personal items. Students are responsible for the contents, condition, and appearance of the locker loaned to them for use during the year.

Students are not to change lockers or share lockers. Only combination locks are to be used. The combination and locker must be registered with the Main Office. Unregistered locks will be cut and the locker's contents removed.

Students in Grade 9 will be provided with a lock that will be theirs until they leave Lisgar.

Students in Grades 10-12:

- Should buy a good lock. Cheap locks can be easily broken. High quality locks can be purchased from the Main Office.
- Must not give their combination to other students for any reason.
- Should leave items of sentimental value at home.
- Should not leave money or valuables in the locker.

LOCKDOWN EXERCISES

As part of the OCDSB Safe School procedures, Lisgar CI will hold at least two lockdown exercises each year. A lockdown is designated to provide students and staff with a secure area to go in emergency situations other than fire. During a lockdown exercise students shall follow the instructions given by staff. Students will be reminded of all current procedures at the assemblies in September. At regular intervals, procedures will also be reviewed with students through classroom teachers. Lockdown procedures are outlined on the Emergency Response Quick Reference Poster in each room and can be found at the end of this document.

LOST AND FOUND

Any article found in the school should be brought to the main office where lost items can also be claimed. If an article is stolen, the student should complete a theft report form in the main office.

MEDICAL EMERGENCIES

In the event of a medical emergency involving a student at school, measures will be taken to ensure that the student receives appropriate first aid. Every effort will be made to contact the parent immediately, but if parental or designated emergency contact fails, the administration will take such action as is deemed appropriate. Parents and students must ensure that the school is aware of students' medical conditions or concerns. Also, the name and phone number of an emergency contact must be provided to the school, to be kept on file.

All students who are ill and wish to go home must first sign out in the main office. Students under 18 years of age will require parent/guardian permission prior to leaving the school.

PARKING

Regrettably, there is no student or visitor parking available at Lisgar. Students and parents/guardians are not to park in any parking space on school property. Paid parking is available at City Hall and on surrounding streets. Vehicles parked illegally on school property may be ticketed and/or towed at the owner's risk and expense. Please be sure to drive slowly and carefully in the school neighbourhood.

PERFUMES, COLOGNE, SCENTS

Many students and staff have sensitivities to perfumes, cologne and other scents. Students must refrain from the use of these products to ensure that members of the Lisgar CI school community are not adversely affected by the scents.

PERSONAL PROPERTY

Students are advised to leave valuables at home and not to leave valuables or money in their lockers, nor in their clothing in the change rooms. Students are advised not to bring more money than is necessary to school. If a student must bring a large sum of money to school, safekeeping is available in the main office. The school cannot accept responsibility for lost or stolen items, including textbooks, laptops, etc. To prevent theft, all items of value should be inscribed with the student's name.

PRAYER ROOM

Each year, a room will be identified for prayer and quiet reflection. This room will be accessible to students who pray as a regular part of their spiritual beliefs. Students who would like to access this room should contact their Guidance Counsellor for information.

SCHOOL COUNCIL

The School Council is a volunteer group of members of the school community including parents, students, teachers, school administration, support staff, and community representatives who are dedicated to enhancing the public education of students at Lisgar Collegiate Institute. School Council usually meets monthly in the Library Learning Commons. All parents are welcome and encouraged to attend. Through its activities the Council provides additional opportunities for parents and the community to be more directly involved in providing advice to the administration of the school. For meeting information, please visit the calendar on the [Lisgar website](#).

RECREATION

Recreational/transportation items (ex. skateboards, rollerblades, hoverboards, bicycles, scooters, etc.) must not be used inside the school building, or on the school grounds, including the Mall between the North and South buildings. All equipment must be stored in lockers at all times during the instructional day. Bicycles should be attached to the bike racks provided outside the school using a reliable lock. Bicycles attached to fences will be removed by the Care Staff.

SEARCH AND SEIZURE

As per OCDSB Procedure [PR.534.SCO Search and Seizure \(Students\)](#), the school shall maintain a safe learning and working environment for all students and staff by way of search for and seizure of a prohibited item. The Principal or designate may conduct a search when:

1. there are Reasonable Grounds to believe that there has been a breach of an OCDSB policy and/or procedure that may significantly impact the safety and well-being of students and staff; and

2. the search is believed to reveal evidence of the breach.

The permissible extent of the search will vary with the gravity of the infraction that is suspected. Searches include the following, which are listed in order of least to most intrusive:

1. a search of District property (e.g. a locker, desk, or District-issued accounts, devices, and content therein);
2. a search of student belongings not on their person, such as school bags, coats, etc. so long as the student is present for the search;
3. asking a student to show content in their personally-owned technology devices;
4. asking a student to show possessions on their person; and/or
5. asking a student to empty their pockets, remove their belt, turn down their socks, roll up their sleeves, or remove their coats, hats, shoes, etc.

SMOKING and VAPING

The Ottawa-Carleton District School Board and Lisgar CI discourage smoking and vaping by students and employees. The recreational use of cannabis is legalized, but there are limits and regulations. Youth under 19 are not allowed to buy or consume, possess any amount, share with anyone, and/or grow or harvest plants. If a student or employee chooses to use these products, they must do so off school property. Smoking is permitted on the city sidewalk away from the school. This is a Board ruling and Provincial law for all schools in Ontario. Anyone who smokes or vapes on school property is subject to penalties including suspension and/or a fine. As part of their duty to maintain order and discipline in schools, Principals and Vice-Principals may search board property (ex. desk, locker) at any time. If there are reasonable grounds to suspect a breach of the code of conduct has occurred and that a student is in possession of an illegal substance, then a Principal or Vice-Principal may search a student's personal property. Reference: [OCDSB Procedure 534.SCO Search and Seizure \(Students\)](#)

STUDENT IDENTIFICATION / PHOTO ID

Early in the school year, students will have their photographs taken to provide students with school photo identification. The school photo ID may be used to enter school dances and other school events and activities. It is required to access materials in the Library Learning Commons and serves as proof to access student discounts in the larger community.

VOLUNTARY STUDENT ACTIVITY FEE

The voluntary student activity fee is \$35.00. This fee is used to support a range of goods and services for Lisgar students including: picture ID, Students Council activities, interscholastic and intramural sports activities, and to fund awards or special events such as assemblies for students.

COMMENCEMENT FEE

Commencement fee for graduating students is \$40.00. This is a cost recovery fee to provide graduation caps and gowns as well as venue and event costs. Each gown is individually sized and has a commemorative cap tassel with the graduating year.

YEARBOOK

The yearbook must be ordered in advance and is available for purchase at a cost. Ordering early ensures access to lifelong memories of your time at Lisgar! Financial assistance is available for students with demonstrated financial need.

TEXTBOOKS

Students are provided textbooks on a loan basis. Students are expected to take care of these books as they are school property. Students must return the books in a reasonable condition or pay the assessed replacement value of the book. Students must return the numbered book issued to them. Students who lose textbooks should check with the lost and found in the Main Office. Responsibility for a lost textbook is assigned to the person to whom the textbook was issued.

THEFT AND VANDALISM

Students must take pride in their school and respect the building and grounds of Lisgar CI. Vandalism and theft of property belonging to the school, staff, or fellow students is not permitted and will be addressed by the Vice-Principal. Students who have been victimized by such acts or are aware of such acts should immediately report the situation to the main office. Theft reports are available in the Main Office. Students who become aware of such activities within the school should report this information to a staff member in order to safeguard Lisgar CI's safe and secure learning environment.

TIMETABLE CHANGES

The school schedule is based on student course requests made during course selection in February. If a student needs changes due to a switch in level or program, they must see a guidance counsellor. Any changes are based on a priority sequence: graduation requirements, conflicts, missing course, summer school, or on-line course completion and changes in university/college pathways will be addressed first. Provided there is space available, changes to optional courses will only be considered once the above timetable changes have been resolved. Parent/guardian consent is required for all course changes.

Any change of timetable must be initiated through the Student Services Department. In the case of dropping a course, there is a definite process that must be followed. Students must continue to follow their timetable until the course change is completed officially and confirmed with an updated timetable. Course changes are not always possible.

The deadline for timetable changes will be announced in September and will be posted on the school website. The deadline for withdrawing from a senior level course so that it does not appear on the student transcript is five school days following the distribution of the midterm report card. Courses dropped after this date will remain on the transcript.

VIDEO / SECURITY CAMERA SURVEILLANCE

Security cameras are in operation at Lisgar for the safety of students, staff, and others and to protect OCDSB property. Information is collected by the OCDSB under the authority of the Municipal Freedom of Information and Protection or Privacy Act. For information, contact the school office or the Manager of Communications and Information Services, 613-721-1820.

VISITORS

Visitors must immediately report to the Main Office. A visitor must have permission from the school administration to be on the property and a visitor pass will be issued. Persons who do not comply with this rule will be treated as intruders and may be charged under the Trespass to Property Act. Students are at school to study, to participate in classes, to interact with their classmates, and to participate in extracurricular student activities. Students may not invite friends, relatives, or observers to visit classes or the school or to enter the school for social reasons.

STUDENT AWARDS

Listed below are a few of the awards available to Lisgar Collegiate Institute students. All graduating students are encouraged to apply for scholarships/bursaries. Most of these awards listed below are presented at Commencement to students who have achieved an OSSD and are not returning to Lisgar CI. Awards for grades 9 to 11 students are presented at the Fall Undergrad event.

Governor General's Academic Medal

Lieutenant Governor's Community Volunteer Award

Ontario Principals Council Award for Student Leadership

Lisgar CI Principal's Award

Lisgar CI Vice-Principal's Award

Ottawa-Carleton District School Board Silver Medal

Lisgar Collegiate Institute Honour Society

Ontario Scholar Award

A number of memorial awards, subject awards, and staff awards are also presented to graduating students. Please see Student Services for application procedures no later than the end of April.

A list of available awards, eligibility criteria and application information will be published annually by the Student Services Department.